



Reopening Protocols for Indoor Worship STAGE 1

As we move towards reopening as soon as possible, the following priorities guide our planning:

- The health and safety of the faithful, clergy, staff and volunteers;
- Proactive measures to avoid any potential spread of the virus;
- Recognizing our mission statement– love of God, love neighbor, change the world – we have a responsibility to care for one another and protect our communities;
- Monitoring the most recent numbers of positive cases and hospitalizations.

This being said, the plan for reopening is as follows:

- Soft Filming Re-opening
 - 20 congregants allowed in Sanctuary during Friday worship filming. Friday Worship filming will cease once we reopen in person.
 - All protocols below will be followed.
 - Soft Re-opening for at least 2 weeks prior to Sunday morning Re-opening.
- Sunday Morning Worship Re-opening with limited capacity
 - Two 50 minute Contemporary Services in Wesley Hall at 9 am & 11 am with 30 congregants (excluding worship leaders & tech team) present, at least 80% of whom have been vaccinated
 - Two 58 minute Traditional Services in Sanctuary at 9 am & 11 am with 60 maximum congregants (excluding worship leaders & tech team) present per service, at least 80% of whom have been vaccinated
 - One 45 minute Saturday Night Blended Service in the Gym/Great Hall at 5 pm with 60 maximum congregants (excluding worship leaders & tech team), at least 80% of whom have been vaccinated
 - Protocols and Procedures for these services are outlined below.

We will launch, COVID numbers pending, the weekend after Easter, April 10 & 11. Soft re-opening at Friday filming would begin Friday, Mar. 19th. If numbers dramatically increase at any time, Staff may need to change plans and move to worship online and via broadcast only.

We will also actively encourage our congregation and community to sign up for and receive COVID19 Vaccinations, and encourage those with over the age of 65 and with pre-existing conditions who have not received the vaccine to continue to worship with us via online streaming and broadcast.

SIGNAGE, SANITATION, & PPE

1. Masks required to be worn correctly for all staff, volunteers, and attendees
 - a. Extra masks at entrances for those that need
 - b. If a person refuses to wear a mask, they will be asked to leave.
2. Entrance Doors and Sanctuary Doors propped open as persons enter and exit
 - a. Doors closed and wiped down by Greeters as service begins.
 - b. As service ends, Greeters open and prop up doors as ushers dismiss people.
3. All surfaces will be wiped down after usage
4. Hand Sanitation stations will be placed at all entrances
5. Floor markers for 6 ft. social distancing placed throughout lobbies and outside of entrances and along path to Restrooms
6. Safety protocol signage will be in place at all entrances
 - a. Signage posted limiting where persons can go in the building
 - b. Signage posted on Bathroom doors allowing only one person at a time
 - c. Signage on water fountains not allowing them to be used.
7. After worship services, rooms are fogged.
8. We will install Protective Plastic dividers set up between stations in TV Room and Tech booth in Wesley Hall. Due to camera angles, we are unable to install plastic dividers in the sanctuary.
9. There will be training on Safety Protocols for staff & volunteers involved in leading worship.

REGISTRATION & ENTRANCE PROTOCOLS

1. Registration
 - a. Registration for each week's service will open Monday prior to the service.
 - b. Persons required to register by Friday at noon prior to the Sunday of worship (Wednesday at noon for the soft opening).
 - c. As persons register, they will register for their family unit/household, registering the number of persons in their group, COVID 19 exposure questions including whether or not they have been vaccinated, and any seating needs. They will be notified of requirements and procedures as outlined in this document.
 - d. Assigned seating set up Friday afternoon/evening (Wednesday for the soft opening) based on family units/households.
 - i. Persons/families with children under the age of two that cannot wear masks will be more distanced from others in attendance
 - e. Day-Of reminder that if people are experiencing symptoms or have been exposed, they are not to come
 - f. We will encourage people to register every other week at the most

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- i. This allows more people to experience in-person worship.
 - ii. More time between visits also helps in asymptomatic spread.
 - g. People will be asked to arrive 15 minutes prior to the beginning of the service in order that everyone can get checked in and shown to their seats.
 - 2. Entrance Protocols (Sanctuary)
 - a. Entrance Doors and Sanctuary Doors propped open to prevent people from touching door handles.
 - i. Exterior doors closed by Greeters as service begins.
 - ii. Sanctuary Doors closed by Ushers as service begins.
 - b. Persons enter through Entrance 1 into Gathering Hall.
 - i. Greeter at table set up checks registration.
 - ii. No temperature check of congregation required due to best practices experienced by other large churches.
 - iii. If no mask is on or mask worn incorrectly, Greeter offers mask and asks to wear properly.
 - c. In Gathering Hall and Narthex, lines form with persons 6 feet apart, as marked by ground markers.
 - d. Usher escorts person/family to assigned seat(s).
 - e. Once persons are in seats, we ask that they not get up to greet one another, hug, shake hands, and instead remain in their assigned seating areas (sitting or standing) unless they must go to the restroom or are dismissed from worship.
 - 3. Entrance Protocols (Wesley Hall)
 - a. Entrance Doors and Wesley Hall Doors propped open to prevent people from touching door handles.
 - i. Exterior doors closed by Greeters as service begins.
 - ii. Worship Doors closed by Ushers as service begins.
 - b. Persons enter through Entrance 7
 - i. Greeter at door checks registration.
 - ii. No temperature check of congregation required due to best practices experienced by other large churches.
 - iii. If no mask is on or mask worn incorrectly, Greeter offers mask and asks to wear properly.
 - c. In Lobby areas, lines form with persons 6 feet apart, as marked by ground markers, leading to Worship Entrance (middle door to Wesley Hall)
 - d. Another usher escorts person/family to assigned seat(s).
 - e. Once persons are in seats, we ask that they not get up to greet one another, hug, shake hands, and instead remain in their assigned seating areas (sitting or standing) unless they must go to the restroom or are dismissed from worship.
 - 4. Entrance Protocols (Gym/Great Hall)

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- a. Entrance Doors propped open to prevent people from touching door handles.
 - i. Exterior doors closed by Greeters as service begins.
 - ii. Worship Doors closed by Ushers as service begins.
 - b. Persons enter through Entrance 10
 - i. Greeter at door checks registration.
 - ii. No temperature check of congregation required due to best practices experienced by other large churches.
 - iii. If no mask is on or mask worn incorrectly, Greeter offers mask and asks to wear properly.
 - c. Under overhang outside and between double door entrance, line forms with persons 6 feet apart, as marked by ground markers, leading into space.
 - d. Ushers escort person/family to assigned seat(s).
 - e. Once persons are in seats, we ask that they not get up to greet one another, hug, shake hands, and instead remain in their assigned seating areas (sitting or standing) unless they must go to the restroom or are dismissed from worship.
5. Exiting
- a. Greeters will open and prop doors following worship.
 - b. Ushers will dismiss individuals/families one at a time to go directly outside (as guided by greeters), beginning at the back of the room and moving forward.
 - c. We ask that no one linger/gather following their exit of the worship space.
6. Bathrooms
- a. Persons are encouraged to use the restrooms at home before they come.
 - b. Persons are only allowed to use closest public restrooms (the Wesley Hall restrooms, the restrooms in the Narthex of the Sanctuary, and the restrooms in the rear of the Great Hall)
 - c. Only one person is allowed in the restroom at a time (as identified by signage on the door.)
 - d. Restrooms will be cleaned between services.
7. Refreshments & Water Fountains
- a. Due to safety, there will be no refreshments, snacks, or use of water fountains

WORSHIP

1. Masks & Distancing

- a. Congregants must wear masks at all times. We understand this will no longer be a state mandated requirement but masks will be required in our worship services.
- b. Worship leaders may remove masks when leading sections of the service.
- c. All persons leading sections of worship without masks must stay 12 feet apart.
- d. Seating is assigned and persons are spread out and socially distanced by individual or family units.

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- i. Those with children under the age of two who cannot wear masks will be spread out further from others.
 2. There will be no passing of the peace or physical greeting time.
 3. There will be no congregational singing, following the recommendations of the CDC and Arkansas Annual Conference.
 4. We will work with Brass and Wind Instrumentalists as needed for safety precautions
 5. Communion
 - a. Communion elements will be placed in seats Fridays as set-up occurs.
 - i. Congregants are instructed to take used cups with them and deposit in trash receptacles as they exit.
 - b. Drive-Through Communion will still be offered on communion Sundays (Time TBD)
 6. Bulletins, hymnals & Cards.
 - a. There will be no hymnals or cards in seats
 - b. Bulletins will be available in electronic form and paper copies will be placed in seats on Friday prior to Sunday's worship to avoid touching and persons will not submit paper tear-off registration. (We will have registration because they register to attend.)
 - c. Persons are encouraged to go to phumc.com/connect if they need to communicate a prayer request or if they have a need.
 7. Offering will be received in a safe manner.
 - a. There will be no offering passed.
 - b. Congregants are encouraged to give through online giving, text-to-give, stationary giving boxes at the exits, postal mail, and electronic funds transfer.
 8. Childcare/Nursery
 - a. There will be no childcare or nursery available during the initial phase of opening.
 - b. Children are invited to attend worship with their families but will not come forward for the Lesson for Young Christians.

QUARANTINING & CONTACT TRACING

1. We will ask anyone who has been on-campus and either tests positive or has close contact with someone who tests positive to notify the church immediately. These are to be reported to Rev. Jay Clark.
2. We will also report cases to the Arkansas Department of Health as required.
3. Notification for exposure will be handled on a case-by-case basis based on recommendations from the Arkansas Department of Health.
4. If a worship leader is diagnosed with COVID, depending on the extent of exposure, in person services may be suspended to allow all persons exposed to quarantine.

WEDDINGS & FUNERALS

1. Weddings and funerals will be limited to 50 persons, including worship leaders and participants.
2. All the above requirements will be applicable for weddings and funerals.
3. Wedding coordinators will work closely with church to adhere to procedures.

BAPTISMS

1. Baptisms shall be scheduled through Cindy Bowden, and baptism forms must be completed.
 2. Baptisms may be conducted during in-person worship. They may also be celebrated in advance and included in the broadcast/streamed service.
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PERSONNEL NEEDED

SANCTUARY

Sanctuary Greeters - 2 persons - check persons in with registration list, taking and writing down temperatures

Sanctuary Ushers - 2 persons - showing people to their assigned seats, dismissing them following the service

Sanctuary Area Monitor - 1 facilities staff member - monitoring where people are outside of Sanctuary, monitoring bathrooms and spraying bathroom when someone exits (facilities staff?)

Sanctuary Problem Solver - 1 staff member - answering questions, solving problems

Musicians

Clergy - 2 persons

Tech Crew

WESLEY HALL

Wesley Hall Greeters - 2 persons - check persons in with registration list, taking and writing down temperatures

Wesley Hall Ushers - 2 persons - showing people to their assigned seats, dismissing them following the service

Wesley Hall Area Monitor - 1 facilities staff member - monitoring where people are outside of Worship room, monitoring bathrooms and spraying bathroom when someone exits

Wesley Hall Problem Solver - 1 staff member - answering questions, solving problems

Musicians

Clergy - 2 persons

Tech Crew

STAGE 2

More People (40 households in Sanct. & 30 households in Contemporary) & No Vaccination requirement (May? or when % of the population is vaccinated?)

STAGE 3

Childcare Added, people can go around building, no single limit on restrooms, no formal dismissal following service (June/July?)

STAGE 4

More people (60 households in sanctuary & 45 in Contemporary), registration required but no assigned seats, masks still suggested (July/August?), offering plates can be passed, We run transportation to the church again

STAGE 5 - CDC says we have reached herd immunity (80% population vaccinated)!

Fully Open! Sunday School! Coffee & Treats! Fall kick-off! No Masks! Singing! All the things!
ALSO here launch Both/And worship experience (Aug/September), need to bus people in from War Memorial!